

Brooklyn Center Community Schools Safe Return to In-Person Learning Plans for SY22

Safe Return to In-Person Learning Plan:

Brooklyn Center Community School District #286 developed a plan prior to the enactment of the ARP Act that met the statutory requirements of Section 2001(i)(1) and (2) of the ARP Act. This revised document is meant to address all of the new requirements in paragraph (a) and (b). The document is written in an understandable and uniform format, and to the extent practicable, in a language that can be understood.

The COVID-19 Preparedness Plan is administered by Debbie Erickson, Health Services Supervisor, and supported by Michael Johnson, Operations Director who maintain the overall authority and responsibility for the plan. However, management and employees are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. BCCS's managers and supervisors have our full support in enforcing the provisions of this plan.

BCCS is serious about safety and health and protecting its students and employees. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by: We have involved our employees in this process by administering a survey asking the following questions:

- What factors would help you feel prepared to return to work?
- Do you have a medical condition that would make it difficult to wear a mask while working?
- Do you have individual or family conditions that impact your ability to return to work in the fall?
- Please share any other information or suggestions you believe are pertinent to your return to your school site/workplace.
- Please share any concerns that you would like district leadership to address in the fall planning.
- What question(s) do you have about COVID-19 and/or its impact on our school district that you would like answered?

Information collected from the survey has been used to inform the plan with details regarding paid leave time (sick leave) availability and use, expectations for staff and students to follow communicated safety protocols, availability of personal protective equipment (PPE), mental health supports for staff and students, daily COVID-19 checks for staff and students, ability to isolate any individual who has symptoms of COVID-19, protocols to address a positive or suspected positive case of COVID-19 in our school (staff and/or student), ongoing education about COVID-19 and how it is spread.

BCCS's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick employees stay home and prompt identification and isolation of sick persons;
- social distancing of 3 feet is encouraged whenever possible;
- employee hygiene and source controls;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and

- communications and training practices and protocol.

BCCS has reviewed and incorporated the industry guidance applicable to our schools provided by the state of Minnesota for the development of this plan, including the following industry guidance from Minnesota Department of Education (MDE). Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our sites include:

- additional protections and protocols for students, families, partners and visitors;
- additional protections and protocols for personal protective equipment (PPE);
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for school facilities.

Ensure sick employees stay home and prompt identification and isolation of sick persons

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms. [CDC guidance](#) about symptoms will be followed.

Screening notifications are posted at all entrances for employee self screening:

Do you have ANY of the following symptoms:

1. COUGH (New or Worsening): YES / NO
2. SHORTNESS of BREATH (New or Worsening): YES / NO
3. TWO (2) or more of the following symptoms: YES/NO
 - TEMPERATURE/FEVER of 100.4 degrees Fahrenheit or above
 - Chills
 - Headache
 - Sore Throat
 - Muscle pain
 - Loss of taste or smell
4. Have you been in contact with anyone who has tested positive or has symptoms of COVID-19?

If ALL three of the ABOVE are NO, the individual may enter. The individual must proceed to wash their hands before having any contact with other students or other staff. Due to the nature of school sites and for the safety of all, everyone entering a school building is required to wear a face mask at all times while in public spaces or interacting with others. If you do not have a mask, one will be provided to you.

If ANY of the ABOVE are YES, the individual WILL NOT BE ALLOWED to enter and will be asked to return home. They should then stay home until:

- They have had no fever for at least 24 hours (without the use of fever reducing medications) AND
- Other symptoms have improved (for example, when the cough or shortness of breath has improved) AND
- At least 10 days have passed since their symptoms first appeared

A person who is experiencing these symptoms needs to stay home **even if fully vaccinated**.

Employees will follow the normal process of informing supervisors if they are sick or experiencing symptoms while at home or work. If any individual becomes sick during the day, they must leave and go home. Students should inform their teacher. The supervisor and/ or employee will also notify human resources. The district lead nurse is contacted to follow up with the employee.

If supervisors receive a call from an ill employee, the following questions should be asked:

1. Are you experiencing any of the following: cough, shortness of breath, fever (how high), chills, muscle pain, headache, sore throat, new loss of taste or smell?
2. When did symptoms start?
3. Were you at school at all 48 hours before symptoms started?

If an employee or student becomes ill onsite, the individual should immediately notify the supervisor (staff) or teacher (student). The ill individual should leave the premises immediately but will be isolated until he/she/they are able to go home if other transportation is needed. Individuals may be encouraged or required to be tested for COVID-19.

- An isolation room will be designated at each site. Rooms will be designated with signage on the door. School nurses will be the primary points of contact.

All staff will be required to complete the Skyward or Google form self assessment daily prior to coming to work.

Effective July 23, 2020, CDC guidance does not recommend universal symptom screening for all students to be conducted by schools. Parents and caregivers will be instructed to conduct daily home screening.

BCCS has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Documentation from a health care provider will be required for leaves. Guidance from MDE and MDH will be followed for returning to work. BCCS offers the following options for staff who are unable to work:

- Pandemic Supplemental Sick Leave

- Sick leave to most employee groups;
- Personal days (as applicable)
- Vacation time (as applicable)
- Floating holidays (as applicable)
- Unpaid leave
- Family Medical Leave Act (FMLA)

Accommodations for employees with underlying medical conditions will be considered on a case by case basis. Medical documentation will be required and will follow reasonable accommodations based on an ADA interactive meeting.

Quarantine time required after discretionary travel is not eligible for pay.

Coronavirus in the District- Quarantine and Contact Tracing

BCCS will follow Minnesota Department of Health and local health department guidance and direction on informing employees if they have been exposed to a person with COVID-19 on campus and requiring them to quarantine for the required amount of time. MDH is the lead agency for confirmed cases of COVID-19. They will enact contact tracing and BCCS staff will assist in their investigation of a confirmed case.

- The District will notify staff, students (when appropriate), and the community that a family/student(s) is/are diagnosed with Coronavirus and will disclose any connected programs and group interaction as privacy allows.
- When there is a confirmed case of COVID-19, the individual will be placed in quarantine. Our health services team will also conduct contract tracing, however, the definition of a “close contact” has changed since last school year.
 - The CDC still considers a “close contact” as those within six feet of distance for at least 15 minutes EXCEPT when the student(s) were wearing masks
 - By requiring face masks, we will be able to limit the number of students who will need to quarantine at home when there is an exposure in school
 - Specific quarantine lengths will be communicated to families on an individual basis
- Staff and student(s) with diagnosis will be required to self quarantine and follow the directions of a licensed health care provider and MDH/ MDE. If information is not consistent, the final determination will be to follow direction from MDH.
 - Staff or students who test positive for COVID-19 must contact the school nurse.
 - The school nurse will discuss with each person presenting with symptoms, determine any other persons who may have close contact exposure and call each of those persons and discuss any need for self quarantine.
 - Human Resources will be notified of any staff exposure and will follow up with each staff member about pay options while quarantined.
- The District will further explore social distancing protocols including cancellation of activities and events.
- The District will work with the Departments of Education (MDE) and Health (MDH) related to any exposures in the district.
- Spaces within buildings or entire sites may be closed for 24 hours based on guidance from MDH
 - Sites may be closed if multiple people test positive depending on many factors such as the ability to staff programs, ability to contain the spread, ability to clean appropriate areas, etc.
- The District will continue to share information on prevention, symptoms, and resource contacts.

Health information on employees and students is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements. ADA Privacy and FERPA will strictly be followed and the personal health information of any individual will not be shared with any persons who are not authorized.

406 – Public and Private Personnel Data

515–Protection and Privacy of Pupil Records

Vaccinations and testing

COVID-19 vaccinations and testing for COVID-19 are not required by the school district, however, strongly encouraged by the district. We will continue to host onsite vaccine events for community members.

Social distancing – Employees must be at least three-feet apart

Social distancing of at least three feet will be encouraged when possible between employees, students, staffing service employees, independent contractors, subcontractors, vendors, partners and visitors in the workplace.

The following strategies will be utilized:

- Staff should maintain three feet of social distancing when taking breaks and lunches, to the extent possible.
- Masks are required to be worn by all staff and students who do not have a medical condition preventing them from wearing a mask.
- Students will use hand sanitizer or wash hands when arriving in a new space.
- Disposable masks will be available for anyone who needs a mask.
- Certain services may require staff members to provide closer prolonged contact. These may include: evaluation for service eligibility; screening for developmental or other health conditions; personal care services; and specialized instruction and related services for students with special health care needs or disabilities. <https://www.health.state.mn.us/diseases/coronavirus/schools/directsupport.pdf>

**General guidelines include employees, students and visitors being prohibited from gathering in groups and confined areas, except when necessary for academic purposes.

Employee hygiene and source controls

Hand washing:

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to and after any breaks or mealtimes and after using the restroom.

All employees, students, staffing service employees, independent contractors, subcontractors, vendors, partners and visitors to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the building. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Staff providing direct student support services must clean hands using soap and water or hand sanitizer with at least 60% alcohol (soap and water are preferred when hands are visibly soiled) regularly and in the following circumstances:

- Before and after working with a student.
- Immediately after touching blood, body fluids, non-intact skin, mucous membranes, or contaminated items (even when gloves are worn during contact).
- Immediately after removing gloves, after touching objects in the immediate student support vicinity, before eating, after using the restroom, and after coughing or sneezing into a tissue.
- After incidental touching, providing hand-over-hand guidance with educational or technology materials, tactile American Sign Language, Print on Palm, Protractile Communication, or other similar points of touching.

Signage and information sharing will be ongoing during this pandemic period for cleanliness, personal hygiene and disinfecting high touch areas. Please contact custodial staff in the event there is a shortage of hygiene supplies or hand sanitizer.

Touchless hand sanitizer dispensers are placed in all high traffic areas.

Information will be provided using MDH and CDC guidelines for posters and classroom instruction.

Respiratory etiquette:

Employees, students, staffing service employees, independent contractors, subcontractors, vendors, partners and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. All employees, students, staffing service employees, independent contractors, subcontractors, vendors, partners and visitors are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available in work and classroom places. Information will be provided using MDH and CDC guidelines for posters, and classroom instruction. In addition, COVID-19 hotline information will be available throughout the campus providing a resource from the CDC for COVID-19 related questions.

Masks

Face masks will be required for all students (ages 3 and up), staff and visitors, regardless of vaccination status, while in school buildings, starting Monday, August 16, 2021. Students are asked to bring their own masks or face covering. Here are a few important things to keep in mind:

- Masks work best when everyone wears a mask.
- Masks or face coverings can help with preventing others' germs from infecting you.
- Masks or face coverings can help with preventing your germs from infecting others – especially in situations where you may spread the virus without symptoms.
- People who are sick should stay home. Wearing a mask or face covering does not mean people who are sick should go out into the community. If you are sick and need to go to the doctor, call your healthcare provider before going in and wear a mask or face covering to the clinic.
- A mask or face covering should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask or face covering without assistance.
- If another staff member is not wearing a mask, employees should inform a supervisor as that person may have a medical exemption.

[CDC guidance on masks](#)

All employees are expected to follow established safety protocols. Employees who do not follow protocols will be reminded and retraining will occur as needed. If you see an employee who is not following the mask guidelines, please notify Debbie Erickson or your Administrator. There may be medical exemptions that you are not aware of.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

We are operating and maintaining our HVAC systems in accordance with the design specifications.

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, food service POS stations, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

Cleaning removes dust, debris and dirt from a surface by scrubbing, washing and rinsing and is an important first step for all surfaces. Disinfecting, when properly performed, destroys or inactivates bacteria and viruses identified on the product's label (like E. coli or influenza virus) on hard, nonporous surfaces. Proper disinfection of hard, nonporous surfaces is one of the most reliable ways to help lower the risk of spreading germs, also known as pathogens, from surfaces by touch.

Tier one: Increased daily cleaning and disinfecting throughout buildings. We have developed thorough cleaning plans for each area and are prioritizing high touch areas on a daily basis. Cleaner and disinfectant is provided for each office and classroom. All staff should help to maintain cleaning and disinfecting protocols in their classroom or work area.

Tier two: Disinfection based on a suspected COVID-19 case. If a student or staff member is suspected of having COVID-19 related symptoms as listed above, the following response will be implemented:

- The impacted area where the student or staff member has been will receive disinfection including the prioritization of cleaning of bathrooms, hallways, drinking fountains, cafeterias, kitchens, and health offices.
- High-touch areas will also be prioritized, including but not limited to door handles, outside lockers, student desks/chairs, tables, bleachers, exercise equipment, handrails, and more.
- Cafeteria and lunch room disinfection will occur daily and in between groups of students utilizing the food service areas. Nutrition Services staff will be disinfecting the kitchens throughout the food service day.

Tier three: Immediate area disinfection and cleaning with a positive COVID-19 case

In the event a positive case of COVID-19 has been identified in a staff member, student, or visitor in attendance at that building, the affected area will be closed off and a rapid response cleaning team will be deployed to thoroughly disinfect the entire affected area and any other common spaces that the individual may have occupied. The custodial staff will provide cleaner, disinfectant sprays or spray bottles, nitrile gloves, hand soap, Flowzone atomizing sprayer to disinfect large areas quickly.

Tier four: In the event that multiple positive cases of COVID-19 have been identified in a staff member, student or visitor in attendance at that building, we will work with MDH and may be directed to close the site for 24 hours. A cleaning team may be deployed to thoroughly disinfect the entire building in accordance with cleaning and disinfecting standards and in consultation with and following guidance from the Minnesota Department of Health. Outside vendors will be used as needed to ensure timely and thorough cleaning and disinfection.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

[CDC Guidance for cleaning and disinfecting](#)

Drop-off, pick-up and delivery practices and protocol

We practice contactless pick up when necessary and when warranted. In certain circumstances, such as, a positive Covid case in a family, and materials may need to be picked up, physical distancing of 3 feet will be maintained. The family member and student may need to stay in the vehicle, the staff member will hand the materials to the adult, place materials into the vehicle through an open window, place materials in an open trunk, or put the materials in a container so that the adult can pick up the material without contact with the staff

member. These processes may be followed for technology distribution and collection, meal pick up and delivery or student materials pick up and delivery.

When parents drop off or pick up students:

Hand sanitizing options are available for parents and students to use as they enter the building. Parents are asked to not go farther than the doorway as children will be picked up by staff at the door, and dropped off by staff at the door. Parents are encouraged to wear face masks when picking up and dropping off children. Parents may be allowed to escort their children to the classroom (PreK and K students). When these exceptions are allowed, parents must follow all safety protocols.

Volunteer/outside organizations are allowed on site if they are essential to delivering academic and other support. Staff must work with the building administrator to ensure visitors follow all established safety protocols.

Field trips will be allowed on a case by case basis. Staff must work through the approval process with the building administrator. The field trip requestor must obtain the COVID safety protocols from the field trip site and provide them to the building administrator. The field trip group must follow the COVID safety protocols that are the most stringent.

Classroom visitors will be minimized and will need administrator approval prior to the visit.

Facilities rentals will be considered on a case by case basis. Renters must follow the BCCS health and safety protocols and must provide a copy of their own plans.

Communications and training practices and protocol

The updated COVID-19 Preparedness Plan was communicated via email to all employees and posted on the intranet on Tuesday, August 24, 2021. Ongoing training is provided to all staff. Additional communication and training continue to be provided through Safeschools training for all staff and information on the BCCS website. Re-training is provided as needed to all staff in workcenters following an exposure.

Instructions have been communicated to all employees, including employees, temporary employees, staffing service employees, independent contractors, subcontractors, vendors, partners and visitors about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, and delivery; 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by employees, students (as previously described), staffing service employees, independent contractors, subcontractors, vendors, partners and visitors. All employees, students, staffing service employees, independent contractors, subcontractors, vendors, partners and visitors are also advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors are expected to monitor how effective the program has been implemented. Managers and supervisors will talk with employees, students and families to discuss what is working well and what needs to be improved. Themes will be shared with the plan administrators. All management and employees must take an active role and collaborate in carrying out the various aspects of this plan, and update the protections,

protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by BCCS management and the plan was posted throughout the workplace and made readily available to employees 8/24/2021. It will continue to be updated as necessary by Debbie Erickson and Mike Johnson.

Certified by:

Debbie Erickson, Health Services Supervisor

Appendix A – Guidance and Resources

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Schools

CDC: Schools and Childcare Resources

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

CDC: Building/business ventilation –

<https://www.cdc.gov/coronavirus/2019-ncov/community/workplaces-businesses/index.html>

MDE: <https://education.mn.gov/MDE/dse/health/covid19/>

MDH: Schools: COVID-19 – <https://www.health.state.mn.us/diseases/coronavirus/schools/index.html>

MDH: Schools Direct Support <https://www.health.state.mn.us/diseases/coronavirus/schools/directsupport.pdf>

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Mask etiquette:

MDH: <https://www.youtube.com/watch?v=AA2lOJ2D93c&feature=youtu.be>

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

CDC: [Cleaning and Disinfecting](#)

Environmental Protection Agency (EPA):

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

Mental Health Supports

MDH: Supporting Mental Wellbeing <https://www.health.state.mn.us/communities/mentalhealth/support.html>

Vital WorkLife Employee Assistance Program <https://www.vitalworklife.com/member-login/>

[Talking to Children About COVID-19](#)

[COVID-19 Support for You and Your Family - VITAL WorkLife Employee Assistance Program](#)

[Find Your Happy Place. Tips to reduce COVID-19 stress.](#)

[Care for your Coronavirus Anxiety](#)

[Health at School - Healthy Kids Learn Better](#)

Minnesota Department of Health Public Hotline:

Health questions: 651-201-3920 or 1-800-657-3903, 7:00 a.m. - 7:00 p.m.

Schools and child care questions: 651-297-1304 or 1-800-657-3504, 7:00 a.m. - 7:00 p.m.

Training

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf